

CIRCULAR NO. A-11

PART 3

SELECTED ACTIONS FOLLOWING TRANSMITTAL OF THE BUDGET



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET**

JULY 2003

SECTION 110—SUPPLEMENTALS AND AMENDMENTS

Table of Contents

110.1	How does the President propose changes in the budget in between his annual transmittals of the budget?
110.2	What are supplementals and amendments?
110.3	What do I need to send to OMB?
Ex-110A	Supplemental requests—appropriations language
Ex-110B	Budget amendments—appropriations language

Summary of Changes

Drops the requirement to provide revised MAX schedules for supplementals and amendments.

110.1 How does the President propose changes in the budget in between his annual transmittals of the budget?

After the President's budget has been transmitted to the Congress, the President proposes changes in the budget by transmitting appropriations requests to revise the original budget request for the current year (supplemental) or budget year (amendment), including proposed appropriations language for legislative initiatives (e.g., items included in the budget as legislative proposals).

All proposed revisions must conform to the policies of the President. The requests may be for additional amounts or proposed changes in appropriations language that do not affect amounts previously requested, such as technical corrections or changes in a limitation on the use of trust funds. These requests may be either supplementals or amendments, depending upon when they are transmitted (see section [110.2](#)).

If Congress has not completed action on your appropriations bill for the current year before the President transmits his request for the budget year, OMB will issue guidance on the presentation of any amendments to the President's current year request.

You should make every effort to postpone actions that require supplemental appropriations. However, submit proposals that decrease or eliminate amounts whenever such changes are warranted. When requesting supplementals and amendments that increase the amounts contained in the budget, provide proposals for reductions elsewhere in the agency (e.g., cancellations of budget authority or rescission proposals).

OMB will only consider requests for supplementals and amendments, including proposed changes in administrative expense limitations or authorizations of government corporations and trust funds, when:

- Existing law requires payments within the fiscal year (e.g., pensions and entitlements);
- An unforeseen emergency situation occurs (e.g., natural disaster requiring expenditures for the preservation of life or property);
- New legislation enacted after the submission of the annual budget requires additional funds within the fiscal year;

- Increased workload is uncontrollable except by statutory change; or
- Liability accrues under the law and it is in the Government's interest to liquidate the liability as soon as possible (e.g., claims on which interest is payable).

It generally takes a minimum of three weeks for OMB and the White House to consider agency proposals for supplementals or amendments that are not transmitted in the annual budget. Allow for this timing when making requests.

See section [82.10](#) for instruction on supplementals and amendments that will be transmitted with the budget.

110.2 What are supplementals and amendments?

Supplementals are appropriations requests that are transmitted after completion of action on an annual appropriations bill by the Appropriations Committees of both Houses. They may be transmitted prior to, with, or subsequent to transmittal of the succeeding annual budget document. Supplemental requests that are known at the time the budget is prepared are normally transmitted to Congress with the budget, rather than later as separate transmittals. However, each case will be decided separately. OMB representatives will inform you which supplementals will be transmitted with the budget so you can submit the necessary information. These supplementals may be:

- *New supplementals*, requesting additional amounts not previously anticipated; or
- *Language only supplementals*, requesting changes in appropriations language that do not affect amounts previously appropriated.

Amendments are proposed actions that revise the President's budget request and are transmitted prior to completion of action on the budget request by the Appropriations Committees of both Houses of Congress. This includes appropriations language for activities authorized since transmittal of the President's budget that were included in the budget as a legislative proposal.

110.3 What do I need to send to OMB?

You need to submit the following materials in both hard copy and electronic versions. Also, you should be prepared to revise the material, as appropriate, to reflect Presidential decisions.

(a) *Appropriations language*. (See section [95](#) for a more detailed explanation of appropriations language requirements.)

- (1) *Supplementals*. Prepare language for supplemental requests, including emergency requests as defined in the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, in the format of exhibit [110A](#).
- (2) *Amendments*. Prepare language for budget amendments in the format of exhibit [110B](#). Use the language proposed for the budget year in the President's budget, not the current year appropriation as the base (i.e., make changes to the budget year proposed language).

(b) *Justification.*

Prepare a justification in accordance with applicable requirements of section [51](#). It should also include:

- The reason why additional funds are required in the fiscal year requested, identifying specifically which of the circumstances described in section [110.1](#) applies;
- An explanation of proposed language provisions, if necessary; and
- Pertinent data concerning the effect on Federal civilian employment.

For *supplemental requests* only, include the following:

- The date when requested funds are needed for obligation;
- A statement of actual and estimated obligations for the year, prepared on a quarterly basis; and
- A statement of actual obligations by month, for the previous three months.

(c) *Explanation of request.*

Provide a short explanation, including the effect of the request on outlays. This explanation should be suitable for transmittal to Congress as part of the President's proposal. If appropriate, the explanation may be a synopsis of the major points that appear in the justification.

(d) *Letter from agency head.*

Provide a letter from the head of the agency that includes a statement concerning the validity of obligations, as required by 31 U.S.C. 1108 (see section [51.1 \(b\)](#)).

**Supplemental Requests
Appropriations Language**

<p align="center">DEPARTMENT OF GOVERNMENT NATIONAL TECHNOLOGY FOUNDATION International Geophysical Year</p> <p><u>For an additional amount for "International Geophysical Year," \$28,000,000 to remain available until expended.</u></p> <p align="center">[Explanation, including the effect on outlays.]</p>	<p>Additional amount for same purpose, subject to conditions set forth in original appropriation.</p>
<p align="center">NATIONAL MEDIATION COMMISSION Salaries and Expenses</p> <p><u>For an additional amount for "Salaries and Expenses," \$3,000,000 to be derived by transfer from "Arbitration and emergency boards," fiscal year 20xx.</u></p> <p align="center">[Explanation, including the effect on outlays.]</p>	<p>Additional amount for same purpose, but with an additional proviso not included in original appropriation text.</p> <p>Headings will be identical with those used in the current year appropriations act.</p>
<p align="center">FEDERAL TRADE ADMINISTRATION Salaries and Expenses</p> <p><u>In addition to the amount made available under this heading in the Independent Agencies Appropriations Act, 20xx, for expenses of travel, \$2,000,000 shall be available in that appropriation for such expenses.</u></p> <p align="center">[Explanation, including the effect on outlays.]</p>	<p>No additional amount, but conditions set forth in original appropriation text.</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid black; padding: 5px;"> <p>For new appropriation items, the account title is underscored.</p> </div> <div style="width: 65%; text-align: center;"> <p><u>LINCOLN SESQUICENTENNIAL COMMISSION</u></p> <p><u>Salaries and Expenses</u></p> <p><u>For expenses necessary to carry out the Act of August 5, 20xx, as amended (97 Stat. 366 and 69 Stat. 589), \$759,000.</u></p> <p align="center">[Explanation, including the effect on outlays.]</p> </div> <div style="width: 5%; text-align: center;"> <p>→</p> </div> <div style="width: 30%; border: 1px solid black; padding: 5px;"> <p>New appropriation item.</p> </div> </div> <div style="text-align: right; margin-top: 10px; border: 1px solid black; padding: 5px; width: fit-content;"> <p>All language is underscored.</p> </div>	

Supplemental Requests
Appropriations Language -- Continued

DEPARTMENT OF GOVERNMENT
 OCEANIC AND ATMOSPHERIC BUREAU
 Construction

Emergency request.

For an additional amount for "Construction" for emergency expenses resulting from flooding in the Pacific Northwest and other natural disasters, \$10,000,000 to remain available until expended: Provided that the entire amount is designated by the Congress as an emergency requirement pursuant to section 251(b)(2)(A) of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.

[Explanation. The last paragraph of the explanation should read as follows:

The entire amount requested has been designated by the President as an emergency requirement pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.]

DEPARTMENT OF GOVERNMENT
 FEDERAL FOREST ADMINISTRATION
 Construction

Emergency request,
 including contingency.

For an additional amount for "Construction" for emergency expenses resulting from flooding in the Pacific Northwest and other natural disasters, \$60,000,000, to remain available until expended: Provided that the entire amount is designated by the Congress as an emergency requirement pursuant to section 251(b)(2)(A) of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended: Provided further, that of such amount, \$20,000,000 shall be available only to the extent an official budget request for a specific dollar amount that includes designation of the entire amount of the request as an emergency requirement as defined in such Act is transmitted by the President to Congress.

[Explanation. The last paragraph of the explanation should read as follows:

Of the request, \$40,000,000 has been designated by the President as an emergency requirement pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.]

Headings will be identical with those used in the current year appropriations act.

All language is underscored.

**Budget Amendments
Appropriations Language**

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	AGRICULTURE UTILIZATION SERVICE	
Heading:	Salaries and Expenses	
FY BY Budget Appendix Page:	23 [See Note 1]	Only total request amended.
FY BY Pending Request:	\$42,915,000 [See Note 2]	
Proposed Amendment:	\$7,057,000 [See Note 3]	
Revised Request:	\$49,972,000 [See Note 4]	
[Explanation, including the effect on outlays]		

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	FARM SERVICE	
Heading:	Salaries and Expenses	
FY BY Budget Appendix Page:	142 [See Note 1]	Change to total amount requested and other conditions.
FY BY Pending Request:	\$795,098,000 [See Note 2]	
Proposed Amendment:	\$91,292,000 [See Note 3]	
Revised Request:	\$886,390,000 [See Note 4]	
<p>(In the appropriations language under the above heading, delete "\$796,752,000" and substitute <u>\$888,044,000</u>; delete "\$795,098,000" and substitute <u>\$886,390,000</u>; and, delete the entire second proviso beginning with ": Provided further, That beginning the fiscal year 20xx".)</p> <p>[See Note 5]</p>		
[Explanation, including the effect on outlays]		

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	OFFICE OF THE SECRETARY	
Heading:	Salaries and Expenses	
FY BY Budget Appendix Page:	708 [See Note 1]	Appropriations language change only; no change to amount requested.
FY BY Pending Request:	\$25,600,000 [See Note 2]	
Proposed Amendment:	Language	
Revised Request:	\$25,600,000 [See Note 4]	
<p>(In the appropriations language under the above heading, insert <u>and Hawaii</u> immediately following "forty-eight contiguous States".)</p> <p>[See Note 5]</p>		
[Explanation, including the effect on outlays]		

**Budget Amendments
Appropriations Language--Continued**

Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	RURAL HOUSING ADMINISTRATION		
Heading:	<u>Community Grants</u>		
FY BY Budget Appendix Page:	211	[See Note 1]	New appropriation item. (If the account appears in the BY Budget Appendix but includes no language request, the heading will not be underscored.)
FY BY Pending Request:	---		
Proposed Amendment:	\$10,000,000		
Revised Request:	\$10,000,000	[See Note 4]	
<p>(Insert the above heading and the appropriations language that follows immediately after the material under the heading "Rural Housing Grant":)</p> <p><u>For grants for essential community facilities in rural areas pursuant to section 763 of the Federal Agriculture Improvement and Reform Act of 1996 (P.L. 104-127), \$10,000,000.</u></p> <p style="text-align: center;">[Explanation, including the effect on outlays]</p>			
Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	NATURAL RESOURCES CONSERVATION AGENCY		
Heading:	River Basin Salinity Control Program		
FY BY Budget Appendix Page:	187	[See Note 1]	Deletion of entire appropriations request.
FY BY Pending Request:	\$2,681,000	[See Note 2]	
Proposed Amendment:	-\$2,681,000		
Revised Request:	---		
<p>(Delete the appropriations language under the above heading.)</p> <p style="text-align: center;">[Explanation, including the effect on outlays]</p>			
<p>Note 1: For revisions to pending supplemental estimates or transmitted amendments, this line will be entitled "House Doc. 10x-xx Page" or "Senate Doc. 10x-xx Page" as applicable.</p> <p>Note 2: Amounts in this line should represent the estimates now pending congressional action. Do not include amounts that were included in the President's budget as legislative proposals.</p> <p>Note 3: Reductions in the estimates should be identified by a minus sign.</p> <p>Note 4: Amounts in all lines will be shown in exact dollars.</p> <p>Note 5: Language in the President's budget proposed for the budget year will be the basis for the appropriations language, not the current year appropriation.</p>			

